

POSITION DESCRIPTION

1. Agency PDCN 70367C00

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		4. Empl Office Location		5. Duty Station		6. OPM Cert #	
		7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		13. Competitive Level	
14. Agency Use OFFICER									

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Budget Analyst	GS	0560	11	ejm	02 Apr 03

16. Organizational Title (If different from official title)		17. Name of Employee (optional)	
18. Dept/Agency/Establishment - National Guard Bureau		c. Third Subdivision - Army Comptroller Division	
a. First Subdivision - State Adjutant General		d. Fourth Subdivision -	
b. Second Subdivision - United States Property & Fiscal Office		e. Fifth Subdivision -	

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature

Date

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

ED MARCHETTI
Human Resources Specialist (Classification)

Signature

//SIGNED//

Date

02 Apr 03

22. Standards Used in Classifying/Grading Position
USOPM/JFS for Professional and Administrative Work in the Accounting & Budget Group, GS-0500, Dec 00.

Information For Employees. The standards and information on their application is available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-HRC, CRA 03-1004, dated 02 Apr 03.
Replaces PD #R8574000

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

INTRODUCTION

This position is located in the Army Comptroller Division in the US Property and Fiscal Office (USPFO). The primary purpose of this position is to provide management oversight and guidance to the budget formulation and execution process.

This position requires military membership. It is designated for NGB **Officer** incumbents only. The incumbent provides guidance and team leadership to NDS (Non-Dual Status) and/or DS (Dual Status) employees. Incumbent plans, organizes, manages and performs duties necessary to accomplish functions in support of programs essential to state ARNG daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state ARNG requirements.

DUTIES

-- Provides management oversight to the budget process, including planning, programming, budgeting, allocation and execution of funds. Reviews annual appropriation and authorization legislation to determine congressional intent. Reviews and interprets higher headquarters' orders, guidelines and directives, and policies and precedents to assess impact on State programs. Prepares budget requests consistent with guidance issued by NGB. Advises Program Managers (PMs) on the appropriate use of discretionary funds consistent with fiscal law.

-- Certifies funds and coordinates the receipt of Funding Authorizations Documents (FADS) for the state ARNG Comptroller. Develops, coordinates and distributes Funding Allocation Targets to division and PM accounts using the State Automated Budget System and the State Accounting and Reservation System. Produces monthly reports and summary reports on annual funding programs and allotment for these accounts to PMs, senior management, the Chief of Staff, the Adjutant General (AG) and NGB. Responsible for the budgetary planning and programming timetables for new and modified programs, deployments, and mobilizations for the state ARNG. Develops processes and guidance in unique situations without specific guidance.

-- Prepares quarterly resource management reports, monthly analysis of financed orders in relation to forecasting expenses and provides narrative explanation of the causes of variances between actual and budget objectives. Develops supplemental guidance and instructions for operating officials on the preparation and submission of budget estimates and ensures a comparable level of funding to estimates and requests.

- Reviews transactions including reservations, obligations, and disbursements based on interpretation of laws, regulations, or policy. Responsible for reprogramming and migration of congressional interest program funds based on Program Budget Advisory Committee (PBAC) decisions and changing needs of various organizations. Prepares requests to NGB for budget activity transfers directed by the AG and the PBAC. Trains ARNG personnel in budget and financial management principles, techniques, responsibilities, distribution, and accounting for federal funds. Upon mobilization, makes recommendations on obtaining resources; and computes budget requirements.
- Provides technical budgetary advice and assistance to federal and state agencies as requested. Works with other Department of Defense (DoD) components to establish business practices to enhance mission accomplishment. Serves as the budgetary primary point of contact for issues relating to the Master Cooperative Agreements.
- Independently develops and implements guidelines and policies as well as management controls for effective budget execution. Exercises primary oversight of program manager appointments and delegations of authority.
- Performs other duties as assigned.

FACTOR 1 – Knowledge Required of the Position:

FL 1-7

1250 points

- Detailed and intensive knowledge of the policies, goals, objectives, regulations, and guidelines of the budgeting program for the Army National Guard. Knowledge of computer-generated reports to ensure that changes in funding is reflected in the state adjustments.
- Ability to identify programs where short falls in funding will occur if funds management is not exercised to meet short suspense dates and times when the effects of state missions impact the budget.
- Knowledge of budgetary laws, Department of the Army (DA), NGB, and USPFO policies and regulations and the internal control programs to ensure that review coverage is appropriate to meet established objectives.
- Knowledge of ARNG and state level financial management objectives, missions, policies and systems and their relationship with national and local organizational elements to advise the Financial Manager on a wide range of budget management issues.

FACTOR 2 – Supervisory Controls:

FL 2-4

450 points

-- The Financial Manager identifies policy guidance, outlines objectives, provides information on mission tasking and priorities, designates command requirements, and delegates authority. Performs assigned duties and responsibilities without specific guidance and utilizes technical knowledge and professional expertise in resolving significant matters related to the financial management area. Overall, performance is evaluated by monitoring the efficiency and competence of operations through observation, general reviews, soundness of decisions and actions, and compliance with statutory and regulatory guidelines.

FACTOR 3 – Guidelines:

FL 3-3

275 points

-- Guidelines used are DA, NGB, USPFO, or FM regulations, letters, or messages that establish policies or precedents. Substantial judgment is required in selecting, interpreting, and applying guidelines to the issues at hand. Required to use judgment on existing guidance, and reevaluate requirements. Designs new or modifies existing procedures and system changes for local application

FACTOR 4 – Complexity:

FL 4-4

225 points

-- Work involves the performance of a wide variety of analytical and technical budget administrative functions for substantive programs which are funded through many separate sources (e.g., appropriations, allotments, reimbursable accounts from state or other agencies), primarily those in the Department of Defense. Programs and funding are dynamic and subject to change throughout the budget year, which necessitates making frequent adjustments to budget estimates and partial re-budgeting during the fiscal year to include unfunded requests.

FACTOR 5 – Scope and Effect:

FL 5-3

150 points

-- Work impacts the budget for military units and missions throughout the state, which includes funding for benefit payments, equipment testing, health care and supply activities. Works more complex types of budgeting such as maintenance, training exercises, special schools, potential and actual deployments. Additionally, the work processes are directly affected and impacted by the state budget process and thus impacts all facets of the state ARNG missions.

FACTOR 6 – Personal Contacts &

FACTOR 7 – Purpose of Contacts:

FL 2-c

145 points

-- Contacts are with management officials (i.e., Army Chief of Staff, USPFO, unit managers), both inside and outside the immediate organization or at NGB level.

-- Contacts with ARNG leadership and unit managers are for persuading them to change established unit budgetary methods and practices, and reduce expenditures to adjust to changes in funding, allocations, and anticipated shortfalls. Briefs managers on the status of funds in accounts serviced. Contacts counterparts at NGB to obtain information. Contacts with persons at other unit locations are for exchanging information on data needed to administer the budget process and provide status of state funds.

FACTOR 8 – Physical Demands:

FL 8-1

5 points

-- The work is primarily sedentary. No special physical effort or physical ability is required.

FACTOR 9 – Work Environment:

FL 9-1

5 points

-- Work is performed in an office setting that is adequately lighted, heated, and ventilated.

EVALUATION STATEMENT

A. Title, Series and Grade: Budget Analyst, GS-0560-11

B. Reference: USOPM/JFS for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, December 2000.

C. Background: This PD was drafted to more accurately describe and update duties and responsibilities assigned to the position. It was also developed to apply the new OPM Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-500, to the position.

D. Series, Title and Grade Determination:

1. Series: The Budget Analysis Series identifies paramount duties that are to perform budget formulation, presentation, justification, as well as execution of allocated funds when such work primarily requires knowledge and skill in the methods and techniques of budgeting. The duties of this position match the work described in the Budget Analysis Series and therefore, this position is classified to the GS-0560 Series.

2. Title: Budget Analyst is the appropriate title for non-supervisory positions involved with analytical, technical, and administrative duties in the performance of the various phases of the budgetary process for the state ARNG, to include numerous and varied military units and missions. The title, Budget Officer, was not assigned, as this is the title for positions that have responsibility for the total budgetary operations of an agency, bureau, service, military command, etc. This position does not meet the level of scope required for this title.

3. Grade: See the attached FES Position Evaluation Statement.

E. Conclusion: Budget Analyst, GS-0560-11

CLASSIFIER: ED MARCHETTI

Date: 02 Apr 03

FACTOR EVALUATION SYSTEM **POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED BY THE POSITION	1-7	1250	<p>---FL 1-7 is met as the position analyzes and evaluates the state ARNG budget program. Develops recommendations and provides oversight of the budget program to the Financial Manager (FM). Applies budgetary skills and knowledge to day-to-day budget work that is constantly changing due to mission requirements (i.e., mobilizations, deployments).</p> <p>---FL 1-8 is not met as the position does not require mastery of the concepts, principles, practices, laws, and regulations of budgeting that is required to analyze national programs, develop policies and precedents within, and across agency lines.</p>
2. SUPERVISORY CONTROLS	2-4	450	<p>---FL 2-4 is met, as the supervisor identifies policy guidance, outlines objectives, provides information on mission tasking, etc. This position is responsible for working independently in applying concepts and methodologies of the budget process to the day-to day process. This position serves as the technical expert regarding the budget process. The budget program is evaluated by the supervisor through observation, soundness of decisions and actions, and compliance with statutory and regulatory guidelines.</p> <p>---FL 2-5 is not met, as the FM possesses technical skills and knowledge to provide both technical and administrative supervision in terms of broadly defined missions or functions of an organization. At this level, the incumbent is responsible for a significant program or function, and the supervisor provides only administrative and policy direction.</p>
3. GUIDELINES	3-3	275	<p>---FL 3-3 is met as DoD, NGB, USPFO, and the Financial Manager provide the</p>

FACTOR	LEVEL	POINTS	REMARKS
			<p>guidelines. These guidelines typically provide a way to accomplish the budget function within the state ARNG.</p> <p>---FL 3-4 is not met. At this level, guidelines are considered scarce (Guidelines are provided by DoD, NGB, USPFO, and the Financial Manager for this position.); are very general in nature; pertain only to routine issues and matters; are stated in terms of goals to be accomplished rather than the approach to be taken, and represent a number of principles and standards any one of which may reasonably apply to the broad subject matter.</p>
4. COMPLEXITY	4-4	225	<p>---FL 4-4 is met, as this position is responsible for managing the budget program within the Resource Management Division and serving as the expert regarding budget functions and processes. The federal budget process is constantly changing and requires the position to make adjustments to budget estimates.</p> <p>---FL 4-5 is not met as it discusses work that consists of selecting and using many different and unrelated analytical techniques, and formulating and justifying the agency's budget. At this factor level the position advises program officials and budget staffs at lower echelons of the necessity for the type of budgetary action to be implemented to meet agency needs for computer hardware, software, and trained personnel.</p>
5. SCOPE AND EFFECT	5-3	150	<p>---FL 5-3 is met, as work involves independently conducting a variety of tasks in limited functional areas by applying specific budgetary rules, regulations, principles, and procedures associated with the different phases of the budget process.</p> <p>---FL 5-4 is not met, as it discusses work</p>

FACTOR	LEVEL	POINTS	REMARKS
			that involves a wide range of agency activities or the operations of other agencies, or the activities of private sector entities with which the agency conducts business or provide services.
6. PERSONAL CONTACTS & 7. PURPOSE OF CONTACTS	2c	145	<p>---Level 2 is met, as this position requires personal contacts with employees, both inside and outside the immediate organization, as required.</p> <p>---Level 3 is not met. This level involves extensive personal contacts with executives, officials, managers, professionals and employees of other agencies and outside organizations and businesses. The work performed by the ARNG Budget Analyst is to perform analytical, technical and administrative duties in one or more phases of the budgetary process. Coordination is within the state ARNG, with infrequent outside contacts with other agencies, organizations and businesses.</p> <p>---Level C is met as it discusses the purpose of contacts is to influence, motivate, and persuade organizations to maintain and manage the use of their funds. This factor level is met by this position.</p> <p>---Level D is not met, as it discusses the following: Defending alternative methods of financing substantive program operations or the redistribution of appropriated funds and programs among components immediately below agency or equivalent level; negotiating and resolving controversial financial and program issues of considerable significance that are susceptible to resolution at lower echelons in government.</p>
8. PHYSICAL DEMANDS	8-1	5	---Only one FLD described. This is met.
9. WORK ENVIRONMENT	9-1	5	---Only one FLD described. This is met.

FACTOR	LEVEL	POINTS	REMARKS
TOTAL POINTS ASSIGNED: 2505			GRADE: GS-11

FINAL CLASSIFICATION: Budget Analyst, GS-0560-11

CLASSIFIER: ED MARCHETTI

DATE: 02 Apr 03

ADDENDUM FOR ALL DUAL-STATUS POSITION DESCRIPTIONS**d. OTHER SIGNIFICANT FACTS**

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.

